

**LIMITED SOURCES JUSTIFICATION**  
**ORDER >\$3,000**  
**FAR PART 8.405-6**  
**HIOS 13-25B Service Coordination Bridge**

**2237 Transaction # or Vista Equipment Transaction # 776-13-4-465-0208**

This acquisition is conducted under the authority of the Multiple Award Schedule Program. The material or service listed in par. 3 below is sole source, therefore, consideration of the number of contractors required by FAR Subpart 8.4 – Federal Supply Schedules, is precluded for the reasons indicated below.

**Restricted to the following source:**

Manufacturer/Contractor: Base Technologies, Inc.

Manufacturer/Contractor POC & phone number: Dorian Sollitto 703-848-2500

Mfgr/Contractor Address: 1749 Old Meadow Rd #500 McLean, VA 22102

Dealer/Rep address/phone number:

☒ The requested material or service represents the minimum requirements of the Government.

**(1) AGENCY AND CONTRACTING ACTIVITY:**

Department of Veterans Affairs  
Processing Contract Activity Central  
6150 Oaktree blvd Suite 300  
Independence, Ohio 44141

**VISN:** PCAC

**(2) NATURE AND/OR DESCRIPTION OF ACTION BEING APPROVED:**

This procurement is being conducted under the authority of the Multiple Award Schedule Program as detailed in FAR 8.401.

In accordance with FAR 8.405-6(A), the VHA Program Contracting Activity Central (PCAC), on behalf of VHA OIA, intends to issue an emergency bridge task order to Base Technologies, Inc for the continuation of service coordination services for the Veterans Health Administration (VHA) Office of Informatics and Analytics (OIA) Service Coordination (SC) team.

**(3) (a) A DESCRIPTION OF THE SUPPLIES OR SERVICES REQUIRED TO MEET THE AGENCY'S NEED:**

SC requires vendor support to conduct the daily capture of planned change order records, change control boards, and operations scheduling meetings. The vendor will then identify any any risks by conducting analysis of the impact on IT services and assess each change order records collateral impact on interdependent services/systems. This activity is essential to

SC to minimize unplanned impacts to the production systems. These change order records need to be captured, tracked, continuously updated with documentation, assessed for risk and communicated with the business stakeholders. To achieve its assessment and reporting related goals, SC requires strategic and technical support directed at assessing and minimizing impacts to various business offices within VHA associated with production configuration and change management. These change order records need to be captured, tracked, continuously updated with documentation, assessed for risk and communicated with the business stakeholders. To achieve its assessment and reporting related goals, SC required strategic and technical support directed at assessing and minimizing impacts to various business offices within VHA associated with production configuration and change management.

**(b) ESTIMATED DOLLAR VALUE: \$499,715.00**

**(c) REQUIRED DELIVERY DATE:** The period of performance shall be 9/28/13 – 3/31/13

**(4) IDENTIFICATION OF THE JUSTIFICATION RATIONALE (SEE FAR 8.405-6), AND IF APPLICABLE, A DEMONSTRATION OF THE PROPOSED CONTRACTOR'S UNIQUE QUALIFICATIONS TO PROVIDE THE REQUIRED SUPPLY OR SERVICE.**

☒ An urgent and compelling need exists, and following the ordering procedures would result in unacceptable delays.

a. A break in service will be detrimental to VHA OIA support efforts. Specifically VHA support mission to provide medical service to the Veterans relies heavily on the IT product and services provided by the VA OI&T. OI&T provides daily operations and maintenance support for each critical application and service which includes upgrading services through change and configuration management of each production system. OI&T is charged with maintaining and upgrading IT services through new software releases, security or other maintenance patches that are required to maintain security and privacy of the veteran health information, and those specifically required by VHA to increase functionality, improve stability, and increase efficiency of the clinical workflow. These changes require extensive tracking, verification, testing, validation, coordination and communication between OI&T and the VHA field users. These users include all 153 medical centers, 900+ clinics and field operating offices prior to production release. This is in an effort to minimize service disruptions and unexpected downtime once changes are released to the production environment. Without continued oversight, the business stakeholders are exposed to a risk associated with the change process that can critically impact IT services. This impact would be due to lack of detailed change order process checks, incomplete assessment of interdependencies or lack of coordination/notification with the business stakeholders which would result in degraded services offered by VHA to the Veteran.

This project will be changing acquisition offices in 2014 due to the SC group's reorganization during 2013. These changes have resulted in fluctuating requirement which were only



defined in late July 2013 making it impossible to execute a competitive action prior to the existing contract expiring in September 2013. In an effort to not incur a break in service this procurement will secure the required services for a short period until the new competitive procurement can be completed in the next fiscal year.

b. The SC office does not maintain government staffing or have personnel with the required skill sets that are capable of supporting the full breadth of involvement required in the tracking and technical assessment of the change management activity associated with OI&T operations in order to assess the impact of the IT systems technical interdependencies. Lack of oversight would negatively impact the daily operations of many critical systems and integrated IT services that the VHA clinical staff depends on daily. This effort ensures the assignment of resources with technical based skills that leverage Information Technology Infrastructure Library (ITIL) industry change management best practices for IT services and that VHA is provided detailed impact and technical analysis of changes to critical IT services and assessment of acceptable change management practices prior to implementation which includes testing and contingency plans. An additional technical service provided is ensuring impact to the field is minimized through the preparation and distribution of advance user notifications that communicate the planned change or potential IT service disruption allowing the business to prepare internal contingency plans in advance, minimizing disruptions in medical care services that would have resulted in unexpected IT disruption. Advance notifications assist the business in minimizing the impacts of degraded service to the Veteran and the impacts to VHA mission effectiveness.

c. The SC government staff focus on daily administrative, managerial, and oversight associated with support to coordinate information flow for VHA critical services. Lack of continuing the current activity or any gap in service would expose the VHA to an increased potential of unplanned service outages, potential lack of advanced coordination and user notification that could impact medical/clinical services. VHA requires that the IT services be stable and available to perform their objective and leverage VA's highly integrated IT services. These services are essential to VA end users, health care practitioners and administrative staff, to provide the medical care services to the Veterans and their families. There are no internal resources available at this time that have the knowledge of the current offering, level of training and experience, exposure to the various tools, ability to connect various teams or ability to execute the skilled technical assessment activities required to keep the ongoing level of service present across the VHA functional user and technical community.

d. Base Technologies, Inc. is successfully performing these requirements on existing order to the Government's satisfaction. The contractor is uniquely qualified to perform this work within the stated period of performance. Base Technologies, Inc. possesses the corporate knowledge of the environment, access to the tools and ability to meet the Government's requirements. Awarding a bridge task order to Base Technologies Inc. would enable the Government to continue, uninterrupted, with the work well underway.

**(5) DESCRIBE WHY YOU BELIEVE THE ORDER REPRESENTS THE BEST VALUE CONSISTENT WITH FAR 8.4 TO AID THE CONTRACTING OFFICER IN MAKING THIS BEST VALUE DETERMINATION:**

VA has already determined that the contractor's labor rates are fair and reasonable. The only significant factor impacting a best value determination for the emergency bridge order is the labor mix proposed by the contractor; since the requirements are a direct continuation of the original tasks the quote will be evaluated to ensure the basic labor mix should remain consistent.

**(6) DESCRIBE THE MARKET RESEARCH CONDUCTED AMONG SCHEDULE HOLDERS AND THE RESULTS OR A STATEMENT OF THE REASON MARKET RESEARCH WAS NOT CONDUCTED:**

Market research was conducted within 18 months of contract award and is still valid. Base Technologies, Inc. is a large business and the next contract is proposed to be solicited as a set-aside. Additional market research is not likely to yield significant information that would alter the best value determination.

**(7) ANY OTHER FACTS SUPPORTING THE JUSTIFICATION:**

See justification in paragraph 4.

**(8) A STATEMENT OF THE ACTIONS, IF ANY, THE AGENCY MAY TAKE TO REMOVE OR OVERCOME ANY BARRIERS THAT LED TO THE RESTRICTED CONSIDERATION BEFORE ANY SUBSEQUENT ACQUISITION FOR THE SUPPLIES OR SERVICES IS MADE:**

VHA has already begun preparing for a new competition that will result in the establishment of a long-term contract vehicle for this project area. The Government will solicit a competitive procurement for the future contract vehicle among small business contractors.

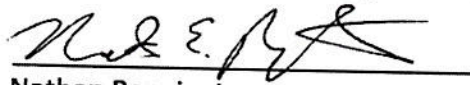
**(9) REQUIREMENTS CERTIFICATION:** I certify that the requirement outlined in this justification is a Bona Fide Need of the Department of Veterans Affairs and that the supporting data under my cognizance, which are included in the justification, are accurate and complete to the best of my knowledge. I understand that processing of this limited sources justification restricts consideration of Federal Supply Schedule contractors to fewer than the number required by FAR Subpart 8.4. *(This signature is the requestor's supervisor, fund control point official, chief of service or someone with responsibility and accountability.)*

<u>Kenneth L. Helland</u>		<u>1 Aug 2013</u>	
SIGNATURE		DATE	
<u>Kenneth L. Helland</u>	<u>Supervisor, Business Process Mgmt</u>	<u>VHA/OIA/Service Coordination</u>	
NAME	TITLE	SERVICE LINE/SECTION	
<u>Atlanta HEC</u>			
FACILITY			




**(10) APPROVALS IN ACCORDANCE WITH FAR 8.405-6(d):**

- a. **CONTRACTING OFFICER'S CERTIFICATION (required):** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

  
Nathan Pennington  
Contracting Officer  
Program Contracting Activity Central

8/1/13  
DATE

- b. **NCM/PCM/DESIGNEE:** I certify that the foregoing justification is accurate and complete to the best of my knowledge and belief.

  
Richard Dahmen  
Network Contract Manager  
Program Contract Activity Central

8/1/13  
DATE